



PHI THETA KAPPA
HONOR SOCIETY

Chapter Bylaws

Merritt College

Beta Theta Lambda Chapter

March 4, 2022

Approved by
Phi Theta Kappa
International Honor Society
Headquarters

Bylaws of Beta Theta Lambda Chapter

CHAPTER 1. Beta Theta Lambda

The name of this chapter shall be Beta Theta Lambda.
(Assigned by Headquarters upon approval of chartering application: April 23, 1999.)

CHAPTER 2. Purpose

The purpose of the Beta Theta Lambda Chapter of Phi Theta Kappa at Merritt College shall be to provide recognition for academic excellence and opportunities for all college students to grow as scholars and leaders as early as possible during their pursuit of a college degree or credential.

CHAPTER 3. Membership

Section 1. Types of membership in Chapter shall consist of member, provisional member, alumni member, and honorary member as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws.*

A. **Member.** In addition to meeting membership eligibility requirements as stated in Article IV and Section 2 of the *Phi Theta Kappa Constitution and Bylaws*,* each candidate for membership must have a cumulative Grade Point Average of 3.25 or higher on a 4.00 scale and completed:

Types of Degrees ([See Merritt Catalogue 2021- 2022](#) p.58 – 67) Minimum Hours

Associate	12
Certificate of 1 year	6

Grades for courses completed at other postsecondary institutions may be considered when determining membership eligibility. A cumulative Grade Point Average of 3.00 without any incompletes on the most recent transcript must be maintained to remain in good standing. Otherwise, the member has one term in which to bring his/her/their cumulative Grade Point Average up to a **3.00 maintenance GPA**.

Failure to maintain the required maintenance standards will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter 1, Section 3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Constitution and Bylaws** will cause membership and all membership privileges to be revoked.

B. **Provisional Member.** In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the *Phi Theta Kappa Constitution and Bylaws*,* a student must have earned a cumulative Grade Point Average of 3.25 or higher on all course work completed in high school. A student must be currently enrolled in courses leading to a degree or certificate credential in a postsecondary institution. Provisional members will pay local chapter dues of \$85.00 per (semester **OR** equivalent term) but are not required to pay the international and regional induction fee until they have qualified for full membership. (Except in California. Students with dual enrollment with 12 qualifying units at Merritt and a cumulative 3.25 or higher G.P.A., can become full members. They will need to remit the full membership dues.)

- C. **Alumni Member.** An individual must meet eligibility requirements as stated in Article IV, Section 1C of the *Phi Theta Kappa Constitution and Bylaws*.*
- D. **Honorary Member.** An individual must meet eligibility requirements as stated in Article IV, Section 1D of the *Phi Theta Kappa Constitution and Bylaws*.* Honorary members do not remit membership dues, hold office nor vote.
- E. **Transfer Member.** A member from another Phi Theta Kappa chapter may transfer membership to Beta Theta Lambda Chapter if he/she/they is/are currently enrolled at Merritt College and meet(s) the membership eligibility and maintenance standards at the new chapter.

CHAPTER 4. Chapter Advisor

In addition to carrying out the duties as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter III, Section 3, the chapter advisor shall be responsible for overseeing the completion and submission of member names and fees as well as the Chapter Annual Report to Headquarters. The advisor shall be officially appointed by the institution's administration and shall be a non-voting member of the chapter.

CHAPTER 5. Officers

Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.00 or higher and must be carrying a course load of 96 semester hours or equivalent to 6 units per semester.

Section 2. The Beta Theta Lambda Chapter of Phi Theta Kappa shall have the following officers: President, Vice President, Treasurer, Recording Secretary and Public Relations/Social Media Liaison. A chapter may elect additional officers (eg. Inter-club Council Representative required by Associated Students of Merritt College - ASMC Bylaws).

Section 3. The duties of the **president** shall be: (required position)

- a. Preside over all business meetings.
- b. Appoint and establish any necessary committees.
- c. Vote only in case of a tie.
- d. Serve as an ex-officio member on all committees.
- e. Present business to the organization.
- f. Represent the organization at all times.
- g. Appoint a committee to review and/or revise the chapter bylaws annually.
- h. Complete one level in a PTK Edge Program: Competitive, Employment, Healthcare, Transfer or Research within 30 days of accepting office.
- i. Check in with PTK Connect.
- j. Submit semester "Officer Goals" electronically and report at meeting.
- k. Create a PTK gmail account. (eg. name.ptk@gmail.com) for PTK work.

Section 4. The duties of the **vice president** shall be:

- a. Perform all duties of the president in the event of the president's absence.
- b. Coordinate all committees.
- c. Head the committee reviewing the chapter bylaws and the annual report.
- d. Act as program chair.
- e. Oversee Parliamentary procedures during meetings.
- f. Complete one level in a PTK Edge Program: Competitive, Employment, Healthcare, Transfer or Research within 30 days of accepting office
- g. Check in with PTK Connect.
- h. Submit semester "Officer Goals" electronically and report at meeting.
- i. Create a PTK gmail account. (eg. name.ptk@gmail.com) for PTK work.

Section 5. The duties of the **treasurer** shall be:

- a. Open and/or maintain a bank account for the Society. (if allowed by college).
- b. Receive all money and make deposits to ASMC accountant (or advisor will).
- c. Keep a set of books which shall be audited by the chapter advisor and notarized before the office is relinquished. (Merritt College ASMC Accountant performs this duty.).
- d. Make a report of finances at each business meeting.
- e. Complete one level in a PTK Edge Program: Competitive, Employment, Healthcare, Transfer or Research within 30 days of accepting office.
- f. Check in with PTK Connect.
- g. Submit semester "Officer Goals" electronically and report at meeting.
- h. Create a PTK gmail account. (eg. name.ptk@gmail.com) for PTK work.

Section 6. The duties of the **recording secretary** shall be: (required position)

- a. Take and read minutes of meetings.
- b. Maintain records of the meetings.
- c. Take roll at the meetings.
- d. Maintain a file of chapter correspondence.
- e. Complete one level in a PTK Edge Program: Competitive, Employment, Healthcare, Transfer or Research within 30 days of accepting office.
- f. Check in with PTK Connect.
- g. Submit semester "Officer Goals" electronically and report at meeting.
- h. Create a PTK gmail account. (eg. name.ptk@gmail.com) for PTK work.

Section 7. The duties of the **public relations/social media liaison** shall be:

- a. Keep a full record of chapter functions.
- b. Draft and submit press releases whenever possible to all area newspapers.
- c. Submit to Headquarters the chapter's goals and progress set for Five Star Chapter Plan by submitting the Five Star Progress Report online (or contact advisor will).
- d. Create and maintain social media sites in accordance with the *Social Media Policy* (administrative approval: Fall 2019) for Beta Theta Lambda Chapter.
- e. Complete one level in a PTK Edge Program: Competitive, Employment, Healthcare, Transfer or Research within 30 days of accepting office.
- f. Check in with PTK Connect.
- g. Submit semester "Officer Goals" electronically and report at meeting.
- h. Create a PTK gmail account. (eg. name.ptk@gmail.com) for PTK work.

Section 8. The duties of the **inter-club council representative (ICC)** shall be:

(Required by A.S.M.C. Constitution but not by PTK.)

- a. Attend all I.C.C. meetings (monthly).
- b. Be the voting member at the I.C.C. meetings.
- c. Represent Beta Theta Lambda Chapter and inform of Chapter's activities.
- d. Report information from the I.C.C. meetings back to chapter at next meeting.
- e. Complete one level in a PTK Edge Program: Competitive, Employment, Healthcare, Transfer or Research within 30 days of accepting office.
- f. Check in with PTK Connect.
- g. Submit semester "Officer Goals" electronically and report at meeting.
- h. Create a PTK gmail (eg. name.ptk@gmail.com) for PTK work.

Additionally, all officers shall:

- a. Adhere to the Chapter's dress code for meetings and events.
(Usually business formal or casual unless otherwise specified.)
- b. Use the Chapter's virtual background for PTK meetings.
- c. Maintain weekly contact with Chapter president and advisors.
- d. Report to Chapter president and advisor if not able to attend the next meeting.
Will submit a written report to the Chapter president to be read at the next meeting.
- e. Adhere to the *Social Media Policy* approved by Merritt College Administration Fall 2019.
- f. Adhere to the Phi Theta Kappa Honor Society Code of Ethics and Merritt College's Behavior Code (See [Merritt College Catalogue 2021 - 2022](#) p 413)
[PCCD BOARD POLICY 5500 STANDARDS OF STUDENT CONDUCT](#).

CHAPTER 6. Election of officers

- Section 1.** In addition to meeting requirements as stated in Chapter III, Section 8 of the *Phi Theta Kappa Constitution and Bylaws*,* all candidates for office must be members of Phi Theta Kappa, in good standing as well be a student in good standing at the college.
- Section 2.** Elections shall be held at the last meeting during the spring semester and at the end of fall semester if needed.
- Section 3.** Officers shall hold office from June 1st – May 31 of their inaugurations to the time of the next inauguration.
- Section 4.** Nominations from the floor can be made at the same meeting as the election.
- Section 5.** A simple majority vote of members in attendance at the election shall elect any officer.
- Section 6.** In any case when an officer must resign his office, an election shall be held to elect a new officer. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. The election will be held at the first meeting following nominations. A simple majority of the votes cast will determine the new officer. The president shall have the power to make a temporary appointment at his/her discretion until an election can be held.
- Section 7.** When officer vacancies exist after an election, the advisor(s) in consultation with the Chapter president can appoint a member in good standing to a position. This position will continue through to the end of that semester.
- Section 8.** An officer who is removed from office shall not be able to run for office in the future.

Section 9. An officer can be removed from office after an egregious complaint has been investigated by the contact advisor and the Director of Student Activities and Campus Life. Causes for such a removal may include but are not limited to: disruptive behavior on campus; inappropriate language and/or behavior at meetings or college events; any illegal activity on campus or a sponsored college event; insubordination – refusal to comply with a direct request from a person in authority; inappropriate dress for chapter functions; and other conditions may apply.

CHAPTER 7. Meetings

Section 1. All business meetings will follow the general agenda or an order that is similar:

Order of Business

- a. Call to order
- b. Roll call
- c. Reading of the minutes
- d. Treasurer's report
- e. Committee reports
- f. Old business
- g. New business
- h. Announcements
- i. Adjournment

Section 2. A quorum of one member over 50% of the attending membership, excluding members excused for other school functions, must be present before any official meeting can be called to order.

Section 3. All meetings shall be governed by an adaptation of Robert's Rules of Order.

Section 4. Special committee meetings shall be called by the chairman of said committee. Procedures at such meetings are left to the discretion of the chairman. Reports of each meeting shall be given to the members at the following chapter meeting.

CHAPTER 8. Finances

Section 1. Finances for this chapter will be raised by projects voted on by a majority vote of the attending members at the meetings.

Section 2. Payment of the International Membership fee must be received before members can be inducted.

Section 3. All members must pay the local fee prior to induction.

Section 4. All members must pay the regional fee prior to induction.

Section 5. Disbursement vouchers must be submitted with supporting invoices and/or statements attached to the original invoice.

Section 6. Financial records of the chapter shall be annually audited by the advisor.

CHAPTER 9. Amendments and revision

Section 1. The chapter bylaws may be amended by a vote of two-thirds of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to Headquarters for final approval.

* Refers to the *Phi Theta Kappa Constitution and Bylaws*,
www.ptk.org/About/AboutPhiThetaKappa/ConstitutionBylaws.aspx

Phi Theta Kappa is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited.